



**BYLAWS OF**  
**KARATE NEW ZEALAND**  
**(Union of New Zealand Karate Organisations Inc)**

**December 2002**



## GENERAL BYLAWS OF KARATE NEW ZEALAND

### (Union of New Zealand Karate Organisations Inc)

#### CHAPTER ONE

##### **101 Official Communication**

In general only those communications received or forwarded via the National Office or signed off by the President or the Secretary General will be accepted official communications to or from Karate New Zealand. However, from time to time the Executive Board of Management may delegate to individual office holders authority to communicate on behalf of Karate New Zealand. All official correspondence shall be filed and be available to Karate New Zealand office holders on request.

##### **102 Use of Karate New Zealand's name**

Karate New Zealand (UNZKO) may take legal action against any person or organisation using its name on products or for any other reason without permission. The Executive Board has authority to instigate an action.

##### **103 Reports to Congress**

Each member of the Executive Board and the chairmen of the technical councils and Regional Councils shall provide a written report to Congress, covering the following aspects:

- a. A summary of the preceding year's achievements in that officer's sphere of responsibility.
- b. A summary of the officer's aims for the area of his responsibility during the following year.
- c. Recommendations for consideration by the Executive Board and Congress.

## **CHAPTER TWO - FINANCE**

### **201 Fees**

- a. Each member club or dojo shall pay an annual membership fee as fixed from time to time by the members of Karate New Zealand at a General Meeting.
- b. Life members and honorary members so honoured by Karate New Zealand shall be exempt from paying an annual membership fee.
- c. Fees may be charged for various services and purposes as authorised by a Governing Body of Karate New Zealand.

### **202 Technical offices**

The technical offices shall not levy fees other than those approved by Karate New Zealand such as charges for examination, diplomas or other technical aspects relevant to the normal functions of that office. Financial reports of the technical offices shall be presented at the AGM.

### **203 Signatories**

The signatories for Karate New Zealand cheques for the disbursement of Karate New Zealand funds shall be that of the President and Treasurer. In the case of one or both of the President and Treasurer being absent or otherwise unavailable the Secretary-General shall also be a signatory.

### **204 Financial Accounts**

The financial accounts of Karate New Zealand including Regional Offices and Technical Offices shall be readily accessible by the Executive Board for the purposes of maintaining general oversight, including auditing of the finances of Karate New Zealand. The Executive Board may levy the Regional Councils of Karate New Zealand for a specific purpose if the situation is considered to be in the best interests of Karate New Zealand members. The members in General Meeting shall be the final arbiter in respect of the reasonableness and quantum of any such levy. Financial statements of all Regional and Technical Offices shall be presented at the AGM.

### **205 Reimbursement of expenses for Board Meetings**

- a. The expenses (travel/accommodation) incurred by Executive Board members attending Board meetings or AGMs or SGMs may be reimbursed by Karate New Zealand.
- b. To be eligible for reimbursement, Executive Board members will forward an account to the treasurer no later than fourteen (14) days after the meeting concludes.

**206 Reimbursement of general expenses**

Expenses incurred in running the day-to-day business of Karate New Zealand, or in officiating at approved events may be reimbursed (in whole or in part) if approved by the Executive Board.

### **CHAPTER THREE - TECHNICAL ADMINISTRATION**

- 301** The responsibility for the technical functioning of Karate New Zealand is vested generally with the Technical Offices. The actual control and supervision of specific aspects may rest with officers appointed by Executive Board.
- 302** The prime functions of the technical offices of Karate New Zealand are:
- a. To ensure Karate New Zealand is provided with qualified technical guidance and advice.
  - b. To ensure the preservation of the traditional techniques and etiquette of the ancient masters of karate, while still allowing for the furtherance of skills by suitably qualified instructors.
  - c. To ensure that relevant technical and grade standards of Karate New Zealand are established and maintained at the level currently applicable within the WKF and its member Continental Unions.
- 303** The technical offices of Karate New Zealand are:
- a. The National Dan Grade Council
  - b. The National Referee Council
  - c. The National Coaching Council
  - d. The National Medical Council
- 304** Any technical office holder with an obvious “conflict of interest” shall not be appointed for any position with Karate New Zealand. The decision shall be that of the Executive Board, with the members in General Meeting as the final arbiter.
- 305** It remains the right of any member of Karate New Zealand to conduct seminars, classes, courses, etc in their own name. However, it is not permissible that such classes or courses shall include awarding of Karate New Zealand refereeing or coaching qualifications and certificates, or Karate New Zealand or WKF Dan Homologation Certificates.

## **CHAPTER FOUR - MEMBERSHIP**

### **401 Constituent Membership**

Constituent membership of Karate New Zealand shall consist of affiliated clubs or Associations and the individual members of such clubs or Associations as set down in Karate New Zealand constitution.

### **402 Definition of a club or dojo**

Before being eligible to join Karate New Zealand a club or Association must be able to demonstrate that it has a regular place of training, which is open to the public, and it is following a regular training programme in Karate under the guidance of an instructor. The qualifications and experience of the club instructor must meet the minimum standard as set from time to time by the Executive Board acting on recommendations of the Dan Grade Council. If a club has 15 or more training members then, on granting of full membership, it is entitled to 2 votes at General Meetings. If a club has less than 15 training members then, on granting of full membership, it is entitled to one vote at General Meetings. The annual affiliation fee for clubs shall be the same irrespective of its membership. Where clubs are members of a larger Association they can join under the umbrella of the parent Association. However, the Association must pay an annual affiliation fee of double the amount of the fee for individual club membership. The headquarters club (identified by the Association) shall exercise the voting right on behalf of the organisation. Associations shall be entitled to two votes at General Meetings.

### **403 Application for membership**

- a. Any new club (including new branch clubs of existing Associations) or Association which wishes to apply to Karate New Zealand for membership must apply to the Secretary-General in writing, (in the form prescribed from time to time by Karate New Zealand) providing the name and address of the dojo, the name of the instructor; his/her grade; their instructor's name, grade and contact address; and overseas affiliations (if any); name, address, grade and style of Head of Overseas Organisation, together with a copy of their grading certificate.
- b. On receipt of an application for membership the Secretary-General shall acknowledge receipt in writing and forward details to the relevant Regional Council who shall conduct an inspection report to verify that the applicant is a bona fide club. The Secretary-General shall also forward the applicant's details to the Chairman of the Dan Grade Council for assessment of instructor qualifications.

- c. The inspection report (in the form prescribed from time to time by Karate New Zealand) shall assess:
  - 1. Compatibility with Karate New Zealand
  - 2. Teaching methods and procedures
  - 3. Safety
  - 4. Numbers of students
- d. If the Regional Council and Dan Grade Council recommend that the membership application be accepted they shall forward their reports to the Executive Board meeting for consideration at its next meeting.

**404** If the Regional Council or Dan Grade Council form the opinion that the application should not be accepted then it must advise the applicant accordingly and provide the reasons for its recommendation. The applicant may appeal within one month to the Executive Board. The Executive Board shall advise the applicant and the Regional Council and Dan Grade Council within one month of its decision on the appeal. The decision of the Executive Board shall be final except that an existing member may ask the members at the next General Meeting to review the process whereby a particular application was rejected.

**405** The membership of a newly accepted club or dojo shall be probationary for a period of 6 months, where after it shall be reviewed and may be ratified, rescinded or extended by the Executive Board after consideration. During such probationary period there will be no voting rights or administration or technical positions within Karate New Zealand.

## **CHAPTER FIVE - DAN GRADE RATIFICATION**

- 501** Karate New Zealand recognises only those Dan grades that are given officially by the affiliated member club or organisation to its own members. An organisation may not give Dan ranking to a member of another organisation, without the written accord of the Executive Board and Dan Grade Council except where the member concerned is a bona fide member of both organisations.
- 502** A national register shall list all Dan grades registered with and certificated by Karate New Zealand Dan Grade Council. Applications for registration and/or examination may be lodged with the National Office of Karate New Zealand.
- 503** Karate New Zealand Dan Certificates shall be issued by the Karate New Zealand Dan Grade Council upon payment of prescribed fee and ratification of the applicant's grade by a certificate acceptable to Karate New Zealand or by examination.
- 504** **WKF Dan Homologation Certificates**  
The Dan homologation certificates issued to national karate-do federations shall be awarded to recommended Dan ranking members of Karate New Zealand already holding Karate New Zealand certification, in strict accordance with the WKF Rules pertaining to the issuing of such certificates.
- 505** **Karate New Zealand Dan Grade Council**  
The Dan Grade Council shall be made up of a minimum of 3 members and up to 7 members appointed by the Executive Board for a term of 3 years. In considering applications for appointment to the Dan Grade Council, the Executive Board shall take into account the following criteria:
- Experience – the Dan Grade Council members should be of senior Dan rank with a minimum grade of Karate New Zealand 5<sup>th</sup> Dan
  - Where possible, and considering the necessary criteria for appointment, there should be a fair reflection of the geographic spread of karate in New Zealand;
  - The need to ensure that members of the Dan Grade Council are seen to be independent and free from any perception of bias or conflict of interest.
  - In principle members of the Dan Grade Council should not concurrently serve on any other Technical Council.



**506 Chairman of the Dan Grade Council**

The Chairman of the Dan Grade Council shall be appointed by the Executive Board for a term of three (3) years. In considering applications for the position of Chairman, the Executive Board shall take into account the following criteria:

- Experience – minimum qualification of a Karate New Zealand 6<sup>th</sup> Dan
- Practical knowledge of the different styles of Japanese and Okinawan karate
- The Chairman must be of senior Dan rank and have established technical experience
- The need to ensure that the Chairman of the Dan Grade Council is seen to be independent and free from any perception of bias or conflict of interest.

The appointed chairman shall then recommend suitable applicants for the position of Dan Grade Council members to the Executive Board, having regard for the criteria laid down in 505.

**507 The Duties of this Council shall include:**

- a. To establish and maintain a written record of all registered Dan grade members correctly belonging to Karate New Zealand.
- b. To examine and consider the bona fides of Dan grade members applying for affiliation to Karate New Zealand, and making these findings known to the members of the Executive Board.
- c. To conduct annual Karate New Zealand Dan Gradings in accordance with the Dan Grade Council policy and to issue Karate New Zealand certification to successful applicants.
- d. To publish a syllabus detailing the requirements for Karate New Zealand Dan Grade examinations
- e. To provide unsuccessful candidates who fail Dan examinations a statement of reasons for their failure.
- f. To receive, via the Executive Board, all recommendations for the issuing of the WKF Dan Homologation certificates.
- g. To examine the bona fides, technical record and character of recommended applicants for the WKF Homologation Certificate and to report back to the Executive Board.
- h. The WKF Homologation Certification is recognition of an existing Dan Grade and may not be used in itself to gain access to higher technical promotion within Karate New Zealand.

**508 Objectives of Council:**

- a. To establish a New Zealand Dan Grade Register that will accurately contain all Karate New Zealand certified Dan grade members.
- b. To establish a similar register that will record the correct details of Instructors/Teachers certified by Karate New Zealand Dan Grade Council.

- c. To convene a Karate New Zealand National Dan Grade Examining Panel (minimum of 3 members at any Grading) comprised of senior Dan ranking examiners.
- d. To organise and conduct annual National Dan Gradings and formulate criteria and an outline of the technical requirements pertaining to the ranking system.
- e. To design and issue Karate New Zealand Dan Grade certificates to Karate New Zealand members who have had their Dan Grade ratified by Karate New Zealand Grading Council or who have successfully passed a Dan examination conducted by the Dan Grading Council.
- f. Where appropriate receive and make recommendation for the issue of the official WKF Dan Homologation certificates.

**509 Council Bylaws:**

- a. Dan grades issued by organisations to their own members, following such criteria as outlined by their system of teaching, will not necessarily be officially accepted as Karate New Zealand grades or recorded on the register.
- b. All grades up to and including Nidan may be registered on Karate New Zealand Dan Grade register upon the recommendation of their Head Instructor and the payment of the prescribed fee, providing the Head Instructor has a Karate New Zealand certified grade of Sandan or higher.
- c. Applicants must be resident in New Zealand, or hold a New Zealand passport.
- d. Applications to homologate Sandan or Yondan must be accompanied by a copy of an acceptable grade certificate to be ratified by the examining panel. For grades of 5<sup>th</sup> Dan or higher, the applicant must present him/herself for an interview and examination as well as provide an acceptable grade certificate of his/her current grade.
- e. Members of affiliated organisations may apply via the Dan Grade Council, to sit an examination conducted by the Karate New Zealand National Grading Panel, and if successful have this grade officially recognised and entered onto the register.
- f. Approval for the issue of WKF Dan Homologation certificates will be for those already holding a Karate New Zealand Dan grade certificate, and will be in strict accordance with the regulations and technical requirements as set out from time to time by WKF.
- g. Any Dan grade issued by Karate New Zealand may be revoked if a member resigns from Karate New Zealand or if a member is suspended or expelled from Karate New Zealand.

## CHAPTER SIX - NATIONAL TEAMS SELECTION

### 601 National Selection Panels

- a. National selection panels for specific teams or events shall be appointed by the Executive Board, pursuant to recommendations from the National Coaching Council.
- b. National selection panels shall comprise a minimum of three and no more than 5 selectors.
- c. In considering applications for appointment to a National Selection Panel, the National Coaching Council and the Executive Board shall take into account the following criteria:
  - Candidates should have relevant experience as a competitor or coach or referee in competition under WKF rules;
  - Candidates should be able to demonstrate understanding of the current requirements of international competition under WKF rules;
  - Candidates must be able to exercise mature judgment;
  - Where possible, and considering the necessary criteria for appointment, there should be a fair reflection of the geographic spread of karate in New Zealand;
  - The need to ensure that National Selectors are seen to be independent and impartial and free from any perception of bias or conflict of interest.
  - In principle, the Coach appointed for particular international events should be one of the selectors of the team for that event.
- d. One of the selectors shall be confirmed by the Executive Board, on the recommendation of the National Coaching Council as convenor.
- e. The national selectors shall select teams for national, international teams to compete at home or abroad for children's, cadet, junior or senior divisions.
- f. No Karate New Zealand member (including selectors) shall make known any details of selection; except the President or Secretary-General who shall be responsible for announcing any team or individual representatives.
- g. The selectors shall advise the Secretary-General in writing of their selections. Competitors shall be nominated in order of merit, in order that reserves may be called on in the event of unavailability of the leading selection(s).

## 602 Selection Procedure and Criteria

- a. The principle criteria for selection shall be the athlete's most recent performances and placings in:
- International tournaments
  - National Championships
  - NZ Open
  - Regional tournaments
  - National squad training

However, the final choice is the majority vote of the selection panel in determining the compatibility of the competitor with other team members, together with the selectors' considered opinion of the competitor's fitness level, whether he/she will peak for the tournament; whether the competitor's technical skill level is sufficient for the stated event, whether the competitor's level of control, mental application, attitude and fighting spirit would give them the ability to perform competitively at that particular competition, or any other relevant criteria as determined by the selectors.

- b. In the event that the selectors consider a playoff necessary, they will request in writing to the Executive Board for trials to be staged. Permission to stage Trials shall only be given by the Executive Board
- c. Selected competitors not complying with the reasonable requirements of the Team Officials and of these bylaws may be replaced by other selected competitors.
- d. Any costs incurred by representative competitors shall be the personal responsibility of those competitors.
- e. Team members shall remit all necessary funding to Karate New Zealand as required.
- f. In the event of any dispute over selection criteria, the members in General Meeting will be the final arbiters.
- g. If requested, the National Selection Panel concerned must give written reasons for selection decisions to the Executive Board.
- h. If an athlete is dissatisfied with the reasons given they can appeal to the Executive Board whose decision, after appropriate investigation and discussion with the selectors, shall be final.

## CHAPTER SEVEN -NATIONAL TEAMS & OFFICIALS

**701 The team officials shall generally consist of:**

- Team leader
- Manager
- Coach(es)
- Assistant coach(es)
- Referee(s)

**702 Appointment of Officials**

- a. Team officials shall be appointed by the Executive Board and announced no later than the date fixed for selections.
- b. Appointment as a team official is a matter for the Executive Board.
- c. Appointment as a Coach is primarily a matter for the Coaching Council.
- d. Appointment as a Referee is primarily a matter for the Referee Council.
- e. Nominations will be processed via the respective Councils.

**703 The duties of the Team Leader shall include**

- a. Overall control of the team
- b. Representing the team and Karate New Zealand to third parties
- c. Attending meeting and receptions

**704 The duties of the Manager shall include:**

- a. Directing fundraising activities for the team
- b. Arranging all travel, insurance, uniforms, first aid, and medical certificates. The provisions shall be carried out in consultation with the President and Secretary-General.
- c. Supervising the welfare and behaviour of team members when not under the direct control of the Team Leader or Coach.
- d. Ensuring that accommodation and food requirements are met.
- e. Ensuring a suitable standard of dress by team members.
- f. Conducting members to official functions where so invited.
- g. Promoting the general efficiency of the team by keeping them free from distraction and discomfort so that their training is not interrupted or interfered with.
- h. Where national teams involving children or minors are concerned appropriate steps should be taken to obtain authority to act *locus parentis*.

**705 The duties of the Team Coach shall include**

- a. Programming training
- b. Ensuring that team members are physically fit.

- c. Advising the Manager of any matters considered relevant to the performance of the team or its members.
- d. Controlling team members while in training and in preparation for competition.
- e. Ensuring that team members keep within the weight limits for which they have been entered.
- f. Checking the Draw and attending such meetings as have a bearing on the technical aspects of the tournament.
- g. Advising members on tactical matters and where possible the style and techniques of their opponents.

**706** The duties of the Referee(s) shall include:

- a. Advising team members on the contest rules.
- b. Liaising with the referee(s) of other countries participating to ensure clarity of interpretation and standardisation of procedure.
- c. Officiating as required as an independent match official and preserving complete impartiality during the tournament.
- d. Attending WKF and OKF sanctioned Referee Clinics as directed.

**707** No team member (including officials) is authorised to commit Karate New Zealand financially or in any other manner without the prior approval of the Executive Board of Karate New Zealand.

**708** Teams shall assemble for departure as directed by the team officials.

**709** The official uniform shall be confirmed from time to time by the Executive Board. All team members must comply with the dress code set down by the Executive Board.

**710** Team members must comply with the Code of Behaviour as outlined in the Karate New Zealand By-laws.

**711** Medical Requirements

A medical certificate (in the form prescribed from time to time by Karate New Zealand) signed by a registered medical practitioner shall be completed by all team members (including officials) certifying where applicable:

- that the team member is fit to compete in international competition
- that the team member is fit to travel overseas and by aircraft
- details of the person's blood group and any known allergies.

- 712** Team officials have the authority to dismiss any competitor from the team for misconduct or failure to comply with reasonable requirements for behaviour and training. Any such action is to be reported to the President and Secretary-General immediately and be followed by a written report providing full details of the reason(s) for dismissal. All expenses resulting from such dismissal shall be the liability of the competitor concerned.
- 713** In respect to training squads within New Zealand the disciplining authority contained herein shall also be vested in any person(s) appointed as National Coach or Team Manager.
- 714** Reports
- a. A written report of team activities relevant to each official shall be provided within two (2) months of the team's return to New Zealand (or, if the tournament is in NZ, within one (1) month).
  - b. These reports shall particularly include:
    - general organisation and fund-raising details
    - official results
    - analysis of team members participation and performance
    - recommendations and/or comments
  - c. Reports shall be circulated in confidence to all Executive Board members and shall be considered at its next meeting.

## **CHAPTER EIGHT - NATIONAL COACHING COUNCIL**

### **801 Aims and Objectives of National Coaching Council**

- a. To assist and facilitate the development of competent and qualified coaches at Club, Regional, National and International levels.
- b. To establish regular squad trainings within each region to cater for children's, cadet, junior and senior competitors.
- c. To establish criteria for Karate New Zealand team selection at regional, national and international levels. (e.g. Regional teams for national tournaments, Region versus Region teams, goodwill and development teams, national teams for international events )
- d. To work in close conjunction with the activities of Coaching New Zealand, NZ Academy of Sport and any other coaching facilities recommended by the National Sports Agency.
- e. To advise Karate New Zealand members of any available coaching courses conducted by National Sports Agencies.
- f. To draw upon coaching experience from persons or associations compatible and acceptable to Karate New Zealand.
- g. To establish a coaching video library for the use of qualified Karate New Zealand coaches. E.g. Tournament videos, kata videos, Kumite and general coaching techniques.
- h. To develop, implement and maintain national coaching plan for kumite and kata competitors and coaches at development and elite level.
- i. To develop, implement and maintain a National Coaching Accreditation Scheme.

### **802 National Coaching Council Members**

- a. Shall be responsible for achieving the aims and objectives as stated in Rule 801 above.
- b. Shall comprise a National Coaching Coordinator appointed by the Executive Board who shall act as Chairperson and up to 2 representatives from each of the 6 Regions of Karate New Zealand (Northland, Auckland, Central North Island, Lower North Island, Canterbury/Westland and Otago/Southland)
- c. The Executive Board shall appoint members of the National Coaching Council for a period of three (3) years.



- d. National Coaching Council members shall be selected according to proven qualifications and experience.
- e. Shall submit a written report on the achievements of the Council regarding the aims and objectives of the council to the Congress at the AGM, or a verbal/written report to the Executive Board when so requested.

### **803 National Coaching Pool**

- a. The National Coaching Council shall show a register of coaches who have successfully passed the examination and other requirements for national coach level, to the Executive Board regarding coaches to be appointed to the National Coaching Pool.
- b. Appointment to the National Coaching Pool shall, on confirmation of appointment by the Executive Board, be indefinite as long as coaches keep up to date on coaching procedures as outlined by the National Coaching Council plus the criteria stated in 803 c, and a good level of fitness is maintained.
- c. The criteria for appointment to the National Coaching Pool are:
  - Current financial member of Karate New Zealand;
  - Relevant coaching experience and qualifications;
  - Understanding of the current requirements of international competition in kumite and/or Kata;
  - Ability to work with within the framework of the current National Coaching/High Performance plan as adopted from time to time by Karate New Zealand.
  - Compatible with other coaches and team members as well as being able to demonstrate a common interest in the aims and objectives of the National Coaching Council.

### **804 National Coaching Pool Kata Coaches**

In addition to the general criteria set out above, National Coaching Pool Kata Coaches should be able to demonstrate:

- A record of ability in the area of Kata coaching, Kata performance and some experience of Kata refereeing.
- An unbiased view of various Kata styles,
- Competent knowledge of the 8 Kata on the WKF Shitei Kata list,
- Must be able to communicate constructively with a Kata competitor's club/organisation instructor without causing any disharmony that could upset the competitor's performance.

## **CHAPTER NINE - KARATE NEW ZEALAND REFEREES COUNCIL**

### **901 Aims and Objectives**

- a. To establish a pool of qualified referees, judges and officials at Regional, National and International levels of accreditation.
- b. To establish and maintain a register of all referees and judges at Regional and National level and their current qualifications.
- c. To establish regular training seminars for referees, judges and officials at Regional and National level.
- d. To develop and publish policies and criteria for examination and accreditation at Regional and National level.
- e. To hold annual accreditation examinations for kumite and Kata judging at Regional and National level.
- f. To develop and maintain and publish policies on preparation of New Zealand referees and officials for international accreditation.
- g. To work with other Technical Offices of Karate New Zealand to assist in the development and maintenance of high technical standards among Karate New Zealand members on the requirement of international Karate competition.

### **902 National Referees Council**

The Referees Council shall be made up of up to 7 members appointed by the Executive Board for a term of 3 years. In considering applications for appointment to the Referees Council, the Executive Board shall take into account the following criteria:

- Experience – minimum qualification Oceania judge
- The need for the Council to reflect the spread of different Karate styles represented in Karate New Zealand
- Where possible, and considering the necessary criteria for appointment, there should be a fair reflection of the geographic spread of karate in New Zealand;
- The need to ensure that members of the Referees Council are seen to be independent and free from any perception of bias or conflict of interest.
- Members of the Referees Council should not concurrently serve on the National Coaching Council.

### **903 Chairman of the National Referees Council**

The Chairman of the Referees Council shall be appointed by the Executive Board for a term of three (3) years.

**KARATE NEW ZEALAND**  
**COMMON CODE OF ETHICS**

In accordance with the standards for correct conduct and practice, all members of the Karate New Zealand (Union of New Zealand Karate-do Organisations) are required at all times to abide by the following rules as representatives of Karate New Zealand.

1. Cooperate fully with Karate New Zealand (Union of New Zealand Karate-do Organisations) in presenting the Art and Sport of Karate to the general public in the best way possible.
2. Conscientiously work towards the betterment of human relationships through the Art and Sport of Karate.
3. Behave in a dignified manner while representing Karate New Zealand in any capacity.
4. Look to uphold the standing and reputation of Karate New Zealand within the general community.
5. Refrain from the misuse of any official position for personal gain by way of exaggerated or unsubstantiated claims, fraudulent practice or sexual harassment.
6. Adhere to the official dress code while representing Karate New Zealand in an official capacity.
7. Neither possess, nor use, prohibited drugs or any banned substances, nor participate in any activity that is illegal or contrary to the policies or interests of Karate New Zealand.
8. Make every effort to respect the rights of all people involved in Karate-do regardless of gender, race, religion or social status.
9. Endeavour to regularly improve and upgrade knowledge and professionalism as a representative of Karate New Zealand.
10. Keep confidential all matters, which may be learned in any official capacity.

Any serious breach of the above could lead to disciplinary action being taken by an official body of Karate New Zealand.

## **CODE OF BEHAVIOUR – THE OFFICIAL**

1. Act honestly, and with the utmost integrity, showing neither unfair bias nor undue harshness to any competitor regardless of race, gender, age, style, region or country.
2. Be consistent, objective and courteous to athletes, coaches and other officials, both on and off the competition area.
3. Maintain objectivity in dealing with all athletes and ensure that no competitor receives an unfair advantage in any decision through personal relationship with the official.
4. Ensure that behaviour is both decorous and sportsmanlike at all times while in official dress representing the Federation.
5. Maintain a level of technical expertise sufficient to ensure accreditation appropriate to the position held within Karate New Zealand. Regularly attend clinics and seminars to ensure personal and professional development is maintained.
6. Ensure that the competitors in his/her charge comply with the compulsory safety equipment standards and that the competition area is devoid of hazards.
7. Ensure that in the case of junior competitors that any modified rules of competition are strictly adhered to.
8. Support and encourage the ideal of good sportsmanship at all times.
9. Endeavour to keep politics away from the competitors and spectators at all times.
10. Do not become “unapproachable” to competitors, coaches, referees and spectators.

## **CODE OF BEHAVIOUR – THE COACH**

1. Ensure that each athlete is given an opportunity of competition commensurate with performance and capacity, regardless of style, organisation, club or region.
2. Conscientiously work towards the attainment of elite performance and attitude for each competitor, junior or senior.
3. Ensure that all athletes adhere to Karate New Zealand, Oceania, WKF dress and protective equipment code, and provide a safe training and competitive environment at all times.
4. Maintain a level of technical expertise sufficient to ensure accreditation appropriate to the position held within Karate New Zealand.
5. Regularly attend clinics and seminars to ensure personal and professional development is maintained.
6. Maintain objectivity in dealing with athletes and ensure that no competitor receives an unfair advantage of selection through personal relationship with the coach.
7. Ensure that all competitors in his/her charge neither possess, nor use, prohibited drugs or banned substances, and further assume the responsibility of ensuring that all medication used by the competitors is acceptable to the Sport Drug Testing Officials.
8. Maintain accurate and up to date records of athlete performance and training schedules as required by Karate New Zealand.
9. Control your temper and exercise sportsmanlike behaviour at all times during training and competition. Accept victory and defeat with dignity and grace.
10. Follow the advice of a physician or qualified sports medicine practitioner when determining when an injured competitor is ready to recommence training and competition.

## **CODE OF BEHAVIOUR – THE ATHLETE**

1. Work towards the attainment of his/her potential in cooperation with the coach and fellow athletes.
2. Maintain high standards in personal health and hygiene, conducive to sporting excellence and in regard for fellow athletes.
3. Never argue with an official. If there is disagreement it is the responsibility of the coach to lodge an official complaint.
4. Control your temper and exercise sportsmanlike behaviour at all times during training and competition. Accept victory and defeat with dignity and grace.
5. Avoid participating in other activities that may cause injury prior to National and International competition that could affect the athlete's representative chances.
6. In cooperating with the coach, take responsibility for input into a personal training program and record keeping of such.
7. In cooperation with the coach, ensure that all medication prescribed for use is acceptable to the Sport Drug Testing Officials before competing.
8. Never try to compete with the coach in putting forward your own views on training methods, especially in front of the rest of the team. If you feel that you have something constructive to offer to the training program, talk directly to the coach about it in private.
9. Always remember that you are directly responsible for your own performance...the coach is responsible for the whole team's performance as well as your individual performance.